

1: Collection Development Policy

A. Purpose

The purpose of a Collection development and management policy is to serve as a guideline for adding to and deleting from the present collection, for collection maintenance, for replacement of lost or worn items, and for the acceptance of gifts. The policy used to inform Library Staff, Board of Trustees, and the public about the collection and the library management principles upon which selections are made. Collection development and management are necessary functions of the Library and which must be performed regularly in order to provide the public with a current and comprehensive collection. The rising costs of new materials makes collection management an important activity for staff as they purchase, replace or delete materials from the collection. Library staff regularly:

- Compare library holdings with available titles to determine new purchases
- Track and analyze item usage to decide whether to add or withdraw multiple copies
- Conduct retention reviews to delete out-of-scope, little used, or outdated materials
- Select and transfer low use materials to storage
- Analyze collection condition and weed damaged materials

A library must be responsive to the needs of the times and the people it serves. This policy will be subject to biennial review and revision. However, no changes will be made that violate the principles contained in the *Library Bill of Rights*, adopted and amended by the Council of the American Library Association, or the *ALA Freedom to Read Policy Statement*.

B. York County Library Role

The library helps community members stay informed, educate themselves, improve their lives, become socially and/or politically aware, and progress in their careers. In addition, the library assists users in developing their creative abilities and spiritual awareness, appreciate and enjoy art, literature and history; contribute to the overall expansion of personal knowledge, and stimulates personal and social well being. All library materials are selected and maintained with these basic objectives in mind.

C. General Policies

Branches – The focus of the collections at Tabb and Yorktown are entirely different. As Tabb currently houses two-thirds of the collection in a larger facility, the resources at Tabb are more extensive and research oriented. The focus of the Yorktown collection is current leisure and recreational materials, self-help, popular subjects and titles. These different collection focuses must underlie every collection management decision, from the initial recommendation, selection and incorporation into the collection, to its weeding from the collection.

Gifts – Gifts of books and other library materials in good condition are gratefully accepted by the Library with the understanding that these items will be considered for addition to the collection in accordance with the Collection Development Policy. The Library accepts donations of books, audio materials, and videos with the understanding that the Library may or may not add the items to the collection. Gifts are judged by the same criteria as those applied to the selection of new materials for purchase. The Library reserves the right to give donated materials to the Friends of the Library. Gifts of funds are always welcome. Recommendations from the

donor are honored in so far as the suggestions in are accordance with the Collection Development Policy.

New Formats – New formats will be considered for the circulating collection when by industry reports, national survey results, and evidence from local requests indicate that a significant portion of the local community has the technology to make use of the format. Availability of items in that format and the Library's ability to acquire and handle those items will also be factors in determining when a new format will be added to the collection. Similar considerations regarding technology, space and budget will influence the decision to delete a format from the library's collection.

Pamphlets – Pamphlets are not purchased for the collection.

Paperbacks – Will only be purchased when hardback editions are unavailable or extremely costly, if an item was only published in paperback, or if the item is revised on a regular schedule such as computer or travel books. Mass-market paperback items are not routinely purchased, as this is not a durable format for long-term, heavy use in a library setting.

Periodicals and newspapers – While every effort is made to stock those periodicals that are determined necessary to meet the needs of the community; obviously not every title available can be selected due to budgetary constraints. For this reason, primary emphasis is placed on those titles with popular appeal to a majority of patrons and is considered essential to a library collection. Periodicals are selected to keep the collection current, provide leisure and recreational reading materials, provide material not available in books, and supplement the book collection.

Review – A biennial review of this document is necessary to reflect changes in human knowledge, information technologies and the needs of the community that the Library serves.

Special Formats – Special formats other than print, audiocassette, DVD, VHS, and CD will be evaluated by the Adult Services staff for long-term use in a public library setting before purchase. As information technology continues to change, the Library will make every attempt to keep up; however a large percentage of the community must be able to utilize this new technology before the Library will purchase materials in a special format.

Textbooks – Because the information contained in textbooks is repetitive and is quickly outdated, textbooks will only be purchased for the collection if they are the only comprehensive source on the topic. Donated textbooks will be added to the collection if there is a need for information on that topic and if they were published within the past 5 years.

D. Selection of Resources:

1. Objectives: The York County Public Library acquires and makes available resources that inform, educate, entertain and enrich persons as individuals and as members of the community. Since no library can acquire all print and nonprint materials, a library must employ a policy of selectivity in purchasing materials. The Library provides within its financial limitations, a general collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value and timely materials on current issues. Within this framework, selection is based upon community needs and areas of interest.

2. Representative Types and Formats of Library Materials

Materials are purchased in a variety of formats to meet patron demand:

Audio books. The Library purchases books on audiocassette and CD. The collection is a mix of fiction and nonfiction items in both abridged and unabridged format with an emphasis on classic literature, popular fiction and nonfiction, best sellers, and foreign language instructional materials to supplement the print collection.

CD-ROMs. The Library maintains a limited collection of CD-ROMs that primarily include interactive educational programs, instructional tutorials or productions from governmental entities distributed to public libraries. CD-ROMS are for in-house use only. Games are not purchased for the collection.

Circulating Books. The major portion of the Library's collection consists of circulating fiction and nonfiction books that are available for checkout. Checkout periods are two weeks for new books and 3 weeks for all others. Hardcover books are preferred for the book collection because of their durability, however some paperback items are purchased.

Electronic Resources. The Library supplements the print collection by purchasing electronic information resources. These resources require a computer to access them. Limited public computer access is available at both York County libraries. Patrons may have some remote access to electronic resources from home. Access is dependent upon contractual agreements with resource vendors and not all resources will be available remotely. Current resource formats include online full text, abstract and index-only databases.

Foreign Language Materials. The library does not purchase adult foreign language materials at this time. Every effort is made to provide ESL (English as a Second Language) and literacy materials to improve English language reading and communication skills.

Government Documents. The Library maintains a collection of York County Government Documents at both branches. State Government materials are available at the Library of Virginia located in Richmond and National Government materials are located at the Federal Depository Library at Norfolk Public Library. Some state, regional and national government documents are purchased for the collection that are of significant value or use to the collection.

Graphic Novels. No graphic novels are purchased for the Adult Collection.

Large Type. The Library purchases fiction and nonfiction large print materials through a standing order plan. The Head of Adult Services will review requests from patrons for particular titles, subjects and/or authors before items not on standing order are purchased.

Leased Materials – At this time, The York County Public Library does not participate in a lease plan. The Library reserves the right to use lease plans in the future if the need arises.

Multiple copies. The Library shall purchase multiple copies of materials that have high patron demand such as bestsellers. Generally two copies of titles with broad appeal are ordered. Best selling authors are purchased in quantities sufficient to meet patron demand. For titles with multiple holds, one book for every six holds is purchased. In subject areas such as resumes, travel and computer books where patron interest is in the subject more than in a particular title,

the Library prefers to buy one or two copies of several different titles instead of buying numerous copies of one title. This approach allows the Library to offer variety and depth on particular topics. Multiple copies (more than 2) of DVD or Music CD titles will not be purchased.

Music CDs. The Library has a small collection of music CDs available for checkout at both branches. Every effort is made to purchase items that provide a sampling of various music types and artists. It is understood that the library does not provide a complete and comprehensive music collection. Requests for particular artists and/or items will be reviewed by the Head of Adult Services to see if the item is needed in the collection.

Newspapers – The Library purchases newspapers of local and national interest. Newspapers are retained in print for one month; back issues of most newspapers may be accessed through the Library's electronic resources. The Library reserves the right to drop or add titles as needed. Duplicate copies of all titles are currently purchased for both branches.

Paperbacks – Some mass-market paperback items are purchased for the collection however most mass-market paperbacks are held in the Library's Honor Collection.

Periodicals – Print periodicals of general interest are purchased for leisure, recreational and current interest informational needs of library patrons. Not every title that the Library subscribes to is available at both branches. Titles may be added or dropped on an annual basis.

Reference Materials. Items in the Reference collection do not circulate because they are needed on an ongoing basis in order to provide quality information to the public at all times. Patrons may photocopy reference materials on library photocopiers only and at their own expense. Any material in any format may be designated as part of the Reference collection at the discretion of the Head of Adult Services.

Standing Orders. The Library has many titles and authors on standing order, both fiction and nonfiction. The standing order plan for Fiction is based upon a popular author list. Multiple copies of each title a selected author publishes are automatically sent to the library. The list of authors is annually reviewed for additions and deletions. The standing order plan for the nonfiction is based on titles of long standing interest to patrons. This includes most study guides (GMAT, SAT, GRE, etc.), travel guides, and many do-it-yourself or self help guides. This list is reviewed biennially.

Telephone Directories. Selected Peninsula and South Hampton Roads telephone directories are kept in hard copy at the Reference Desks at both libraries. They are not cataloged and do not circulate. Additional resources are available online at public access computers.

Textbooks. The Library does not buy textbooks used in classes offered by the County schools, private schools, or local colleges. The York County School Board has donated two copies of selected textbooks used by the School Division to have available for students for in-Library use only. These textbooks are not available for checkout and are deemed to be reference materials so that all County school children have access to these materials. The Library regards it as the responsibility of college students to procure a copy of their textbooks through their school bookstore. The Library is not responsible for buying a volume solely because it is used as a text for a class offered in the community. The Library will not interlibrary loan textbooks for students.

Videos. The Library has a small DVD and VHS video collection at both branches. The collection is made up of award winning entertainment and educational films. The Library does

not compete with local video rental establishments; therefore a majority of current popular feature films are not purchased. All other films are purchased at the discretion of the Head of Adult Services.

3. Responsibility for Selection

- **Library Director** - The Library Director is ultimately responsible for material selection and resource access as determined within the framework of policies decided by the Library Board of Trustees. Purchase suggestions from patrons are welcome and are given serious consideration but will be vetted through the same selection process as staff suggestions.
- **Adult Services** – The Head of Adult Services is ultimately responsible to the Library Director for all material selection and deselection. All Adult Services Staff may participate in the selection of library resources. Adult Services Staff will consult professional journals, trade journals, subject bibliographies, websites and publishers promotional materials to make decisions regarding purchases. Staff will look for literary merit, enduring value, accuracy of information, authoritativeness, social significance, importance of subject matter to the collection, soundness of the author's attitude and approach, cost, as well as quality and suitability of format.
- **Patron Requests** – The Library encourages patrons to submit purchase requests for specific items. Adult Services staff will evaluate the request and determine whether the item should be purchased for the collection or interlibrary loaned for the patron. Interlibrary loan requests will only be processed for Library Staff and York County residents whose library cards are in good standing. If it is determined that the title meets selection criteria, the request is forwarded to the Acquisitions Department for purchase. Patron requests that are purchased are not given a "rush" status to expedite passage through Acquisitions and Technical Processing. Patrons may check the Library Catalog to see if the item appears and has been placed "on order". Patrons may place items "On Order" on hold for themselves. The Library recommends that titles submitted by patrons for purchase have at least one favorable review from a reputable source such as Library Journal, Publisher's Weekly, Washington Post Book Review, New York Times Book Review, Barnes & Noble, Amazon, etc. The reviewer must critically appraise the work, noting how well the idea is communicated to the recipient and how the material adds to the collection on hand.

4. Selection Goals

- The Library will provide resources in a variety of formats to access information to meet patrons' interest and needs in a timely, cost effective manner.
- The Library will provide as broadly based and as diverse a collection of resources which can support its' role in the community as a educational and lifelong learning center, a reference and informational center and a leisure and recreational center.
- The Library will strive to provide a balance of viewpoints on all subjects through its acquisition of resources.

- The Library staff will continually monitor the collection to ensure worn, damaged, obsolete, and dated materials are weeded from the collection on a regular basis. Resources in any format that fail to meet the needs of our patrons will be deleted.
- The Library will keep up with technological changes that affect the development of the collection and resources.

5. Selection Criteria

Material selection includes an examination of the community the library serves, the existing collections of the library and the services that the library offers. Any item considered for purchase must be measured against other materials available, including what is already in the collection, to determine what seems best in view of needs and funds available. The library acquires, makes available and encourages the use of materials in various formats. When considering particular titles for inclusion in the collection, critical questions that must be considered are:

- Does the title in question support the Library's vision and mission?
- Is one copy of the title sufficient or are multiple copies needed?
- Is the title most appropriate for the Tabb or York Library?

Titles are selected on the basis of the content of the book without regard to the personal history of the author. Some materials may require different selection criteria but the following criteria are useful for all materials:

- Reputation of the author, artist, creator, producer, publisher, editor, or sponsoring group
- Accuracy of the information presented
- Social significance
- Authority
- Depth of coverage
- Timeliness
- Importance of the subject matter to the collection
- Balance of bias in the scope of the collection
- Appropriate presentation for the intended audience
- Organization of content and ease of use
- Aesthetic qualities
- Physical characteristics such as typeface, paper, binding and durability
- Technical qualities such as illustrations, sound, clarity
- Format
- Availability and cost, including processing costs, security costs, or the cost of any equipment or software needed to use the work or other ancillary costs
- Public demand, including repeated interlibrary loan requests
- Attention of critics and/or reviewers
- Awards, honors, prizes
- Popular demand
- Inclusion in bibliographies, notable or best books lists
- Presence of special features such as bibliographies, indexes, appendices, forms, notes, disks or cd-roms
- Relationship to the collection and potential value as an information source

- Local, state and regional interest
- New editions of titles currently held in the library's collection

Electronic Resources - Electronic resources are considered an essential element of the Library Collection. The Supervisory Librarian and Head of Adult Services are responsible for the acquisition of electronic resources. These selectors will use the same criteria that are relevant to materials in traditional formats and apply them to electronic resources as well. However, this format requires that additional criteria be considered as well. This includes:

- Ease of access and number of access points
- Hardware and software requirements
- Networking requirements and/or capabilities
- Ownership of product
- Contractual issues and/or responsibilities
- Staff Training
- Client assistance requirements
- Comparison with other formats

6. Issues in Material Selection

Controversial Issues – Both variety in selection of titles and balance of opinion are factors in determining and maintaining a collection responsive to the library's diverse readership. There are certain opinions, such as those involving religious, political or moral attitudes, which are inherently controversial, since these views may profoundly touch an individual's fundamentals beliefs. The Library does not emphasize one subject, one aspect of an issue, or one opinion at the expense of another. The selection of materials on inherently controversial topics is directed toward the choice of the best material in authority, timeliness, and good literary quality. An impartial recognition of all points of view is the primary selection goal. The Library cannot and will not act *in loco parentis* with regard to the selection of library materials for patron's children.

Internet – The Internet is a vast resource of information sources. It does not replace the print collection; rather it enhances the resources maintained on the shelves of the Library.

Labeling – The Library does not indicate the subject matter of fiction and nonfiction items through the use of labels. To do so is to establish in a reader's mind a judgment before the reader has had the opportunity to examine the book personally.

Medical Books – The Library purchases general interest and popular titles on medical conditions and issues. In selecting materials dealing with the problems of general health, particular care is given to the qualifications of the author and reliability of the publisher. Materials for the medical practitioner are not purchased for the collection and patrons are directed to the Medical College of Virginia located in Richmond for more academic titles.

Religion –In the field of Religion, the Library's selection of materials must be broad, tolerant and without partisanship or proselytism. The selection of materials in this field must be consistently directed toward the choice of the best material in authority, timeliness, and good literary quality. An impartial recognition of **all** religions and an equal emphasis is the selection goal. Sectarian materials of a proselytizing nature may be excluded in favor of unbiased, informative presentations.

Replacement – When the decision is made to replace an item, the same selection criteria is used as when selecting a new title for the collections. Other factors applicable when deciding on replacements include: actual and potential circulation, the number of copies available at both branches, the availability of newer, more suitable materials on the subject, the importance of the work in its subject area, inclusion in standard bibliographies and reading lists, and finally, ease of purchase and cost. When patrons are charged for lost, missing or damaged items, the Library does not necessarily have to replace the exact item they paid for. The Library reserves the right to choose whatever title(s) is best suited for the collection.

School Services – The Library will only purchase textbooks or individual titles to satisfy curriculum requirements the York County School Division. The Library will purchase multiple copies (up to seven copies) of titles that appear on the YCSD required reading lists.

Semi- and Pseudo-Scientific Materials – Special care is taken by the staff in the purchase of books in the borderline areas of science and health in which the subject matter or treatment is not recognized by reputable scientific authority. Subjects which fall under this heading include but are not limited to alternative or herbal medicine, aliens and UFOs, etc. The following aspects are important considerations when dealing with questionable or borderline materials: author, publisher, source, content, purpose, style, and format.

Sex Education – The Library only purchases those materials that are authoritative and up-to-date, with the objective of providing a balanced collection.

Storage – Some library materials may be housed in a storage area not accessible to the public. Patrons will need to request these items from Storage at the Adult Services Desk. The designation “Tabb Storage” or “York Storage” is noted in the Library Catalog on the item record to indicate location. Placing items in Storage is an option exercised by the Adult Services Staff and is usually done with multiple copies of specific titles.

E. De-selection and Weeding

In order to maintain an up-to-date, useful collection, worn and obsolete materials are continuously de-selected or weeded. Weeding is essential to keep the collection responsive to patron needs, to insure its vitality and usefulness to the community and to make room for newer materials. As an active lending library with limited shelf and storage space, the Library strives to maintain a dynamic, contemporary collection, rather than a historical, archival collection. For this reason, all subject areas must be reassessed for relevancy and currency every three years at a minimum although certain areas may require more frequent review. Constant and consistent weeding aids collection development and management by identifying subject areas where additional materials are needed, where greater depth is needed, and where information or a specific edition needs updating. Deselection of materials follow “The Crew Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium Sized Public Libraries” as revised and updated by Belinda Book of the Texas States Library, Austin, Texas, 1995.

Items for deletion include: items that are damaged beyond repair; items that are worn; items that are dated, misleading or factually inaccurate; older editions that have been updated; items in areas that have been refreshed with newer titles; and titles that are no longer relevant to the interests and present needs of the community. Materials may also be withdrawn if they are rarely used or if a better work on the same subject is available. Depth and breadth of varying degrees are desirable in different areas of the collection. The Adult Services staff will weed at

least 5% of the Adult collection annually. Items withdrawn from the collection are donated to the Friends of the Library.

F. Reconsideration of Library Materials

Public libraries have a singular obligation to provide materials that reflect differing points of view on controversial or debatable subjects. Library materials are made available to patrons without bias regarding the subject matter. The Library does not mark materials to show approval or disapproval of the contents, nor will items be sequestered, or access denied to any patron, except for the purpose of protecting the resources from damage or theft.

Procedures have been developed for the reconsideration of materials to assure that objections or complaints are handled in an attentive and consistent manner. Any patron may request that the Library reconsider materials that are part of the collection. Such requests must be made in writing to the Library Director on special forms provided for this purpose. Once the request is received, the Library Director will convene a committee of library management and support staff, and members of the community. They will review the item in question and forward their recommendations to the Director. The item in question will not be automatically removed once a written request is received. The Library Director will review the committee recommendation and provide a written response to both the patron and the Library Board regarding the disposition of the item in question. The patron may appeal the Library Director's decision to the Library Board. This appeal must be in writing. The Library Board will review the request at the next regularly scheduled meeting and return their decision in writing to the Library Director and patron.

G. Description by Classification

Subject: **000-Generalities**

Description: Materials on computers, software and related areas are in great demand. Coverage of general topics in computer science: programming, specific operating systems, software applications, hardware and the Internet, is provided in both book and electronic format. Computer materials range from popular handbooks to scholarly works on information theory. The Library Science collection consists of current, practical works. Recent editions of standard encyclopedias are purchased, as are almanacs. The journalism section consists of popular writing and publishing manuals.

Selection Plan: Standard selection tools are used for this area, primarily Library Journal and Booklist. In addition review sources such as Computer magazines (Computer Shopper) are regularly checked. Publishers' catalogs and the Public Library Catalog are also used regularly. Generally single copies of titles are purchased except for computer and software manuals that are ordered in multiple copies as needed. Most time-sensitive items are purchased in paperback format.

Retention and Weeding: The computer area should be very current and weeded continuously, retaining few materials over five years old. In library science, classic works and current practice materials will be retained in the Professional Collection. In journalism, demand and current circulation dictate weeding levels.

Subject: 100-Philosophy & Related Disciplines

Description: The philosophy collection consists of works by and about all major philosophers and philosophies, Western and Eastern, ancient and modern. Subjects covered include metaphysics, epistemology, ethics, logic, and the paranormal. Items on witchcraft, astrology, and the occult account for a small percentage of the 100s. Psychology and related materials make up approximately 50% of the 100s and consists of works on the history of psychology, collected and complete works of classic psychologists, secondary sources relating to them, some textbooks that cover unique material and books covering all facets of subject, including numerous work of popular psychology and self help materials.

Selection Plan: In addition to standard selection tools, university press catalogs are used. Single copies are purchased except for popular items that are generally purchased as paperback editions. An attempt is made to cover as many aspects of the subject as is available.

Retention and Weeding: Classic works by and about major philosophers and psychologists are retained although new editions and/or improved treatments/translations are purchased to replace inferior ones. New treatments of philosophical and psychological subjects supersede older ones except those that have historical value. Sources such as Public Library Catalog, Books in Print, Dictionary of Philosophy and Psychology, etc. may be consulted before a title is withdrawn. Weeding of extra copies, of books in poor condition, and of ephemeral authors must be done yearly. With in a three-year cycle a complete reexamination of the materials that are infrequently used must be done in order to maintain space for new books.

Subject: 200-Religion

Description: The religion collection consists of works on the history of world religions, sacred texts and commentaries of all major religions, doctrinal theological works, and moral and devotional literature. Books on new age and modern religions groups, including cults are also included. A large portion of the 200s is comprised of an in-depth collection of Bible studies and Christianity. Notable religious thinkers and their critics are also represented.

Selection Plan: To supplement standard selection tools, reviewing sources such as Christianity Today are used. Singles copies of titles are ordered except for popular items and books of criticism on the Bible. All religions and denominations are represented as fairly as possible but sectarian materials of a proselytizing nature may be excluded in favor of unbiased, informative presentations.

Retention and Weeding: Classic works, histories and sacred texts of major religions, and important commentaries are retained. Popular moral and devotional literature and doctrinal theology require up-to-date as well as historical materials. Sources such as Public Library Catalog, Books in Print, New Catholic Encyclopedia, and Readers' Guide to the Great Religions may be consulted before a title is withdrawn. Weeding of extra copies of books in poor condition and books of an ephemeral nature must be done yearly. Within a three-year cycle a complete reexamination of materials infrequently used must be done in order to maintain space for new books.

Subject: 300-Social Sciences

Description: The social science collections covers a variety of topics including political science, public administration, social services, economics, education, finance, law, and vocational guidance. It consists of works of recognized authors, historical studies, current theory and interpretation, methodology, some introductory textbooks, and books of popular and advanced interest. One of the most heavily used areas in the social sciences is the economics and commerce area (330s) which covers materials on economic theory, labor, personal finance, stock and bonds, commodities, options, real estate and tax preparation. These books range from the introductory level through the advanced level. Another heavily used subject area is the general social sciences (300s) which includes sociology, anthropology, marriage and the family, ethnic and religious groups, sex roles, aging and retirement, and social interaction. The books also range from the introductory through the advanced level. Materials in the education section (370s) are geared toward parents and students and include books on the history and philosophy of education, teaching methods, choosing an educational program and test preparation. An extensive collection of career books is an important part of the 300s. The social problems area (360s) covers crime, addiction, abuse, health, and environmental issues and contains books for the general reader as well as students. In the area of political science, law and public administration, there is an emphasis on American politics and government, citizenship and law for the lay reader. The final area of the social science collection is the 390s that consists primarily of popular works on costumes, customs, etiquette, holidays and folklore.

Selection Plan: To supplement standard selection tools, Books in Print and a variety of publishers' catalogs are used on an as-needed basis for this area. Other resources include Harvard Business Review, Wall Street Journal, Nolo Press, and Congressional Quarterly. Standing orders in the 300s included career titles, educational guides, career guides, and the Virginia Code. Multiple copies of books with high interest and demand are purchased while single copies of other titles are purchased to give the collection both depth and comprehensiveness. Inexpensive paperbacks are purchased rather than more costly hardcover editions when they are available.

Retention and Weeding: The social science collection, by virtue of its broad scope and considerable depth, is selectively weeded on an annual basis to remove duplicate copies no longer in demand, out of date materials, and books in poor condition. Primary consideration is given to keeping the collection current but classic authors and historical studies are retained. Before a title is withdrawn, sources such as Public Library Catalog, Books in Print, Sources of Information in the Social Sciences, Political Science: A guide to reference and Information Sources, Encyclopedia of Legal Information Sources and subject bibliographies may be consulted. A complete reexamination of materials that are infrequently used is done within a three-year cycle.

Subject: **400- Languages/Linguistics**

Description: Standard works in linguistics, circulating dictionaries and books on grammar and usage in English and other languages make up the core of this area. Emphasis is on the English language, its grammar, usage, history, structure and acquisition. There is a secondary emphasis on foreign language study materials of a general, introductory nature.

Selection Plan: Standard selection tools are used for this area, as are foreign language catalogs. Materials are generally purchased in paperback and single copies of each title are generally sufficient, except for dictionaries and phrase books. Items are usually introductory language materials for the study of a foreign language; no materials are specifically purchased in a foreign language for leisure reading or educational purposes.

Retention and Weeding: The subject matter in the field of languages and linguistics is stable and not time-datable. Books are retained as long as they are in good condition and meeting the needs of the patrons. Duplicate copies and outdated editions may be weeded to make room for new additions. With in a three-year cycle, a complete reexamination of infrequently used materials must be done in order to maintain space for new books.

Subject: 500-Pure Sciences

Description: An extensive collection of materials is maintained on mathematics, astronomy, chemistry, and the life sciences. Materials on the science experiments, how-to books, history and philosophy of science and popularized accounts of scientific subjects also make up a percentage of this area. Throughout the 500s, materials range from introductory texts and popular writings through to an advanced level.

Selection Plan: Besides the standard selection tools, journals and popular periodicals such as Scientific American, Science and Discovery may be checked for appropriate new titles. Publishers' catalogs such as Wiley are regularly checked. Usually one copy is ordered as scientific books can be very expensive, however additional copies will be purchased when the material is of lasting value while time-datable and ephemeral titles are purchased in paperback whenever available.

Retention and Weeding: Change is rapid in most scientific disciplines. Therefore materials over five years old are checked for timeliness and updated editions are acquired as needed. Before a title is withdrawn, sources such as Books in Print and Public Library Catalog may be consulted.

Subject: 600-Applied Sciences and Technology

Description: This Dewey area is the most diverse; it includes medicine, engineering, agriculture, home economics, business management, manufacturing, building and building materials. Patrons looking for materials on general health and fitness, diet and exercise, pediatrics, geriatrics, and specific diseases or conditions heavily use the medical area. Materials on car, boat and technology repair and maintenance are well used as are those on space exploration, aeronautics and aviation, and ship building. The 630 through the 640s cover gardening and agricultural practices, cooking and nutrition, animal husbandry, childcare and sewing and most materials are for general readers. The materials in the 650s cover all aspects of business – administration, management, financial, marketing as well as office skills, resumes, and job search. The remaining areas cover home building and repair, woodworking, metallurgy, and manufacturing. Do-it-yourselfers and hobbyists are the patrons that generally use these items.

Selection Plan: Besides the standard selection tools business publishers' catalogs including Wiley, Prentice Hall and Addison Wesley are consulted. In the technical areas, catalogs from TAB, Chilton's, Barons and Ortho are regularly used. Individual auto repair manuals are not purchased for most makes and models, however comprehensive guides such as Chilton's are. Books with high interest and demand, especially resume and health books, are purchased in multiple copies as demand dictates while other titles are purchased as single copies to give the collection more depth and breadth. Inexpensive paperback copies are chosen over hardcover for those materials that are time-datable or of current interest only.

Retention and Weeding: The medical collection should be very current with few materials older than five years. The business collection may contain classic works and older titles by renowned authors but this collection is time critical and must be current. Cookbooks need to be weeded judiciously to maintain space on the shelf for newer items and changing trends in dietary science. Animal husbandry items in poor condition must be weeded however the emphasis is on maintaining a core collection that surveys most popular breeds and species. Books in other areas should be weeded in a three-year cycle for ephemeral out-of-date, and infrequently used titles. Sources such as Public Library Catalog and Books in Print will be consulted before a title is withdrawn.

Subject: 700-The Arts

Description: The art collection is made up of both popular and scholarly items in fine arts, music, dance, theater, film, sports and games. The recreational and performing arts area of the collection, one of the most heavily used subject areas, consists of books on television, theater, dance, spectator and participatory sports as well as biographies. Another heavily used area, is the decorative and minor art area, which consists of books on knitting, needlepoint, embroidery, flower arranging, quilting, jewelry making and a broad array of all types of crafts. These books are geared to the beginning and continuing hobbyist. In the area of music, books cover music appreciation, history and performance of music, opera and the lives of great musicians. These works may be introductory through to the general interest level. A large part of the art collection consist of books on the history of art, works of noteworthy artists, architecture, sculpture, painting, photography, antiques, furniture and the decorative arts. These books range from popular to scholarly.

Selection Plan: Standard selection tools are used for this area, primarily Library Journal and Booklist. In addition publishers' catalogs from Greenwood Press and Oxford University Press are looked at regularly. Generally only one copy of art and music books is purchased because of their high cost. Popular titles in sports may be purchased as multiple copies due to high interest and demand.

Retention and Weeding: Weeding in this area is done very judiciously, removing only ephemeral works, damaged copies and dated museum catalogs. New editions that supersede earlier works will be added. Popular treatments of most sports should be kept current. Craft and hobby items that are dated or worn must be weeded consistently.

Subject: 800-Literature

Description: The literature collection consists of style manuals, handbooks on English composition, speechwriting, business letter preparation, literary criticism and collections of works by famous authors as well as classic literature. Collections of speeches, essays, anthologies of genre writings, literary history and criticism comprise a major portion of the section. Emphasis is on American and British literary traditions but world literature materials are also purchased. Classic and contemporary authors of note from around the world are also purchased.

Selection Plan: Besides the standard selection tools such as Library Journal and Booklist, publisher's catalogs such as those from Chelsea House, Twayne and university presses are used. Multiple copies are purchased of style manuals, literary criticism of frequently studied

authors, and classics of world literature. Multiple copies of all York County School Division summer reading titles are purchased. .

Retention and Weeding: The literary criticism, study guides to classic literature and titles which appear on local reading lists should be monitored yearly as usage of these items is high and must be frequently replaced. Poetry and Drama is less used and worn items should be weeded as found. The remaining collection should be weeded on a three-year cycle to withdraw worn and damaged materials and withdraw ephemeral titles.

Subject: 900-History and Travel

Description: The history collected includes works of historical and contemporary interest by both scholarly and popular authors. The major emphasis is on United States history with a secondary emphasis on the Europe and the Americas. A basic collection of individual titles is purchased on all other countries. There are numerous holdings covering all aspects of World War II, the Revolutionary War and the Civil War as these wars had a heavy impact on the local community. Collective biographies and works on geography are also represented. Travel books are the other main emphasis of this Dewey area. The multiple copies of the latest editions of travel books and travel videos are provided.

Selection Plan: For the majority of the 910s, standing orders for popular travel titles are used. Multiple copies are purchased for those locales in high demand such as Mid-Atlantic states and Washington DC. Paperback copies are purchased exclusively since these materials become outdated quickly. Standing orders are typically for such annual series such as Frommers and Fodors. For the rest of the 900s, multiple copies are purchased only when there is a high demand. Usually a single copy in hardback will be ordered unless there is unusual demand for a particular title.

Retention and Weeding: Many of the works published in this Dewey area are timeless or classics and need to be retained (the exception to this are travel books). Careful selection of quality materials determines retention. Multiple copies are weeded as demand decreases. Three-year old travel books are weeded but travel memoirs are retained as long as there is interest in them.

Subject: Biography

Description: The Biography collection consists of factual materials about people from all walks of life, all nationalities and from ancient times to the present. Autobiographies, memoirs and some volumes of correspondence are also included in the collection. Some titles may be translations from foreign language.

Selection Plan: Standard selection tools are used for this area, primarily Library Journal and Booklist. Usually a single copy of a new title is purchased however, if there is an anticipated demand for a particular title, multiple copies will be purchased.

Retention and Weeding: Retention is based on the biographee having enduring importance in history, politics, entertainment, sports, etc. Popular works about people of current interest are withdrawn as soon as interest ceases. Extra copies, books in poor condition and ephemeral titles are weeded on an annual basis. Every three years a complete reexamination of this collection must be done in order to maintain space for new items.

Subject: Virginiana Collection

Description: Materials in print, nonprint media and electronic resources which are either reference or circulating make up this collection of local history and genealogical research available only at the York Branch.

Selection Plan: Publisher catalogs and websites are the primary selection tools for this collection. Patron and staff suggestions are also utilized.

Retention and Weeding: The local history materials are retained permanently for archival purposes. Genealogical materials must be weeded every three years to keep titles current and updated. Damaged genealogical items may be replaced as needed.

Subject: Reference Collection

Description: The Adult Services Reference collection contains materials covering all subjects and ranging in degree of difficulty from middle school level to beginning research level. Most subject areas include both practical and popular titles as well as scholarly items. The aim of this collection is to provide current information on all subjects and historical information in areas of continuing interest. Materials cataloged for the Reference Collection include encyclopedias, dictionaries, in-depth research materials such as Twentieth Century Literary Criticism and expensive topical resources that are needed for ready reference questions.

Selection Plan: Selection of reference materials is based on subject coverage, timeliness, affordability and usefulness. Reviews and recommendations of materials are consulted before purchase of reference materials. Library Journal and Booklist are primarily used and provide thorough and objective reviews of new reference materials. In addition Books in Print and other bibliographic source are consulted as needed. Reference materials may be periodically examined in person at bookstores, conference exhibits and other libraries. Ads, brochures and publishers' catalogs are regularly checked because of their timeliness. Appropriate, regularly published titles are placed on standing order to ensure prompt receipt of the most current edition. Normally only one copy of a standard reference material is purchased, however if there is a need for an additional copy at either branch, a second copy will be purchased.

Retention and Weeding: Retention decisions are made on the timeliness and interest in a subject area or title. Older titles in constantly changing areas such as the sciences and medicine are less likely to be retained over a long period of time. Titles in the 800s and 900s may be retained indefinitely. Classic works on literary and historical subjects may be retained because of their uniqueness. Availability of reference materials in electronic format (such as www.finditva.com) will impact retention and weeding.

Subject: Legal Reference

Description: Legal materials on the laws of the United States and Virginia as well as popular subjects such as estate planning, divorce, custody and real estate will be purchased for this collection. A heavy emphasis is placed on materials geared to the layman rather than practicing

attorneys. This collection provides a broad overview of the legal field but cannot support significant legal research as conducted by law students and attorneys.

Selection Plan: Standard selection tools are used for this area, primarily Library Journal and Booklist. In addition to review sources, publishers' catalogs from West and Lexis will be utilized. Generally single copies of titles are purchased except for formbooks that are ordered in multiple copies as needed. Most items purchased are time-sensitive and therefore are purchased mainly in paperback format.

Retention and Weeding: The legal area should be very current and weeded continuously, retaining few materials over a three-year period. Appropriate, regularly published titles are placed on standing order to ensure prompt receipt of the most current edition.

Subject: Business Reference

Description: Materials on all aspects of business from management, advertising, finance, but not limited to marketing, personnel management, and organizational behavior are in great demand by local businesses as well as residents to help in their professional lives. The collection consists of current, practical works. Recent editions of standard encyclopedias are purchased, as needed. There is an emphasis placed on purchasing materials for the self-employed as well as small businesses.

Selection Plan: Standard selection tools are used for this area, primarily Library Journal and Booklist. In addition review sources such as Harvard Business Review, the Wall Street Journal and publishers' catalogs are also used regularly. Generally single copies of titles are purchased. Most time-sensitive items are purchased in paperback format.

Retention and Weeding: The business area should be very current and weeded annually, retaining few materials over five years old. Only classic works, popular authors and current practice materials will be retained for longer periods.

Subject: Books on Audiocassette/CD

Description: Books on audiocassette or CD are purchased in fiction and nonfiction titles. A majority of new purchases are in the CD format rather than audiocassette format. Popular and best-selling titles are the emphasis of this collection, although foreign language materials and motivational/self help recordings are also purchased. A high percentage of this collection is fiction.

Selection Plan: Standing order plans are used for this area in order to ensure prompt receipt of the most newly released best selling titles. Classic and contemporary fiction works are emphasized. Due to money and space considerations the library will rely on a combination of abridged and unabridged items. Nonfiction titles with good reviews are purchased if there is an interest in those items.

Retention and Weeding: Weeding of this area should be continuous and based upon turnover rates. Materials in poor or damaged condition are evaluated and either removed from the collection, repaired or replaced as necessary.

Subject: Videocassettes and DVD

Description: The video collection consists of a mix of VHS tapes and DVD disks. Films including current high-interest, those based on books, old classics, award winning feature films, self-help, educational, how-to, travel and performances. At this time, most new purchases are in DVD format although some materials will be purchased in VHS if it is the only format available. The goal of the Library is not compete with local video rental establishments; instead it is to provide a video collection that consists of educational non-fiction and high quality fiction videos.

Selection Plan: Besides standard selection tools which are used for this area, Video Librarian and Billboard are also consulted. Various video guides are also used to make selection and to identify current high-interest releases, nonfiction films and replacements. Patron requests may also be used in making purchasing decisions. Multiple copies may be purchased for high interest films but single copies of titles are preferred. As a rule, TV serials will not be purchased. The purchase of feature films is contingent upon: having received or been nominated for a major film industry award or based on a book. "R" rated movies are only added if they are critically acclaimed and/or based on a book.

Retention and Weeding: The video collection experiences a high turnover rate so items tend to wear out and break long before interest in the item decreases. Those videos with little or no circulation and multiple copies of former high interest feature films will be weeded annually. Replacement copies for missing, lost, stolen worn or damaged materials are ordered only if the quality (appropriateness, expected use, and value to the collection for the long term) of the items warrants it.

Subject: Recorded Music CDs

Description: Diversified collection of music (on compact discs) that is historically significant and/or of enduring recognition in either popular or classical and divided among many genres, both instrumental and vocal. The collection is not intended to reflect quickly evolving current (fad) music tastes and interests.

Selection plan: No audiocassette musical recordings are purchased for the collection. Single copies are generally purchased as needed to further expand a full and comprehensive recorded music collection, adding more composers/artists and replacing earlier performances with discs with higher rated or newer/better technology. Patron donations are selected, listened to, and evaluated as a valuable source of inventory when possible. Musical time period, historical depth, composer/artist renown, style/genre, quality, availability, cost, demand/tastes of patrons, local talent, and national/ international appeal all influence final selection.

Retention and Weeding: All music CDs should be current and in good repair. Damaged items should be replaced or withdrawn. Discs that are seldom checked out should be considered annually for removal.

Subject: Periodicals

Description: Materials are available in print and electronic formats. Currently over 190 titles are available in print between both library branches. Several thousand more journals are

available online through the library website and through www.finditva.com. Between the print and electronic resources, patrons are able to access a tremendous quantity of information.

Selection Plan: The Library's objective is to provide a well-balanced general periodical collection of between 175 and 200 titles in a broad range of subject areas. Patron and staff suggestions for purchase are evaluated by the Head of Adult Services. Titles are reviewed annually.

Retention and Weeding: Due to space considerations, the size and number of titles in the print periodical collection must be limited. Print titles are retained for no more than one year. Newspapers are retained for one month only.

Subject: Fiction

Description: Classic literature, popular best sellers and general fiction from all time periods and from all parts of the world make up the Library's fiction collection. Most popular fiction genres are collected. Fiction not only entertains but enriches human understanding by presenting and describing life's experiences in an imaginative rather than factual manner. The emphases in on American authors, but representative authors from most other countries are included in English translation. While current best sellers are bought in multiple copies, works of first authors and small press writers are also purchased when their works have received good reviews.

Selection Plan: Standard selection tools are used for this area, primarily Library Journal and Booklist. In addition the Fiction Catalog is used regularly. The Adult Services staff uses various genre-related websites and printed genre bibliographies to select additional items. Annual editions of the Fiction Catalog and What Do I Read Next are used to check that key titles have been purchased. A standing order plan through Baker & Taylor (Automatically Yours) is used to ensure prompt receipt of popular authors' newest releases. Multiple copies of popular titles are ordered; one copy per six holds on popular and high demand titles. Multiple copies of required reading lists are ordered; seven copies per title with 5 at Tabb and 2 at York. Older titles of well-recognized contemporary authors will be collected in order to maintain complete runs of title list.

Retention and Weeding: Weeding in the fiction area must take into account the cyclical nature of author popularity. Readers' Advisory sources such, as Fiction Catalog and Book in Print will be consulted before a title is withdrawn. Multiple copies, titles with low turnover rates and damaged items will be weeded as needed. Generally a single copy of titles no longer popular will be retained. Literary classics, regional authors, and well-recognized contemporary authors are retained, often in multiple copies. Every three years, a complete reexamination of all materials will be done to weed infrequently used items in order to make space for new books.

Subject: Large Print

Description: The materials in the Large Print collection tend to duplicate many titles already found in the library in standard type. Classic literature, popular and genre fiction and best sellers make up this collection.

Selection Plan: Standing orders plans are used for this area along with patron requests for the selection of materials.

Retention and Weeding: Due to space considerations, this collection must be weeded annually. Since large type books are seldom available once the initial print run is exhausted, the utmost care must be taken not to discard valuable titles that cannot be replaced. Books in poor condition are weeded first. Titles in good condition but no longer circulating are also removed annually.

Subject: York County Collection

Description: The materials in the York County collection are documents produced by the County government, advisory and governing boards as well as the School Division.

Selection Plan: Materials are sent to the Library by County Government, advisory and governing boards and the School Division.

Retention and Weeding: Due to space considerations, this collection must be weeded annually. Only previous and current year materials are kept. Archival copies are available from the appropriate County Government Division or Department.

Subject: Paperback (Honor Collection)

Description: The materials in the Paperback collection tend to duplicate many titles already found in the library collection. This collection is comprised of donated mass market and trade paperbacks. This is a browsing collection and contains a variety of different fiction genres and nonfiction subjects.

Selection Plan: Materials are selected from patron donations. Only paperbacks in good condition are added to the collection.

Retention and Weeding: Due to space considerations, this collection is weeded continuously throughout the year. As materials become worn and damaged, they are weeded immediately.

Subject: Professional Collection Materials

Description: The materials in the Professional Collection are intended for use by Library staff and supports their professional activities. These materials include tools for professional development and those required to fulfill current and future job responsibilities. The Collection contains materials on the profession of library and information science with an emphasis on current practices. Periodicals include professional subscriptions such as Library Journal, American Libraries, and Public Library Journal as well as newsletters and publications of professional associations like Virginia Library Association, YALSA or RUSA. Materials in this collection are selected for staff use and are not available for checkout to patrons.

Selection Plan: Materials are selected from ALA Editions, Library Journal, and Booklist as well as from other professional journals and periodical literature.

Retention and Weeding: Usefulness of the materials to staff is the primary criterion for weeding and replacement.

Adopted by the York County Public Library Board of Trustees November 4, 2005

Request for Reconsideration of Library Material York County Public Library

Name: _____

Telephone #: _____

Street Address: _____

City, State, Zip Code : _____

Representing: Self _____ Organization or Group: _____

Title in Question: _____

Format of Questioned Material: (please circle one) Book, Audiocassette, VHS, DVD, Music CD

Author: _____

Publisher: _____

Copyright date: _____

Subject matter of item (please describe) : _____

Please respond to the following questions. If sufficient space has not been provided, please attach additional sheets.

1. Have you read or considered the material/subject matter in its entirety?

2. To what do you object? Please cite specific content, pages, etc.

3. What do you feel might result from the use of this material/subject matter?

4. What do you believe is the main idea of this material/subject matter?

5. For what other age group might this be suitable?

6. What action do you recommend the library take on this material/subject matter?

7. In its place, what material/subject matter do you recommend?

Signature: _____ Date: _____

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References:

American Library Association. (2005). *Weeding Library Collections: A Selected Annotated Bibliography for Library Collection Evaluation; ALA Library Fact Sheet Number 15*. Available at <http://www.ala.org/Template.cfm?Section=libraryfactsheet&Template=/ContentManagement/ContentDisplay.cfm&ContentID=75744>

County of Henrico Public Library. (2004). *Collection Development Plan*. Available at <http://www.co.henrico.va.us/library/Colldev.pdf>

Herbert H. Batemen Library. (2002). *Collection Development Policy*. Self Published: Langley Air Force Base, VA.

Patrick Air Force Base Library. (2002). *Five Year Development Plan*. Self Published: Patrick Air Force Base, FL.

Skokie Public Library. (1998) *Collection Development and Resource Access Plan for the Skokie Public Library*. Public Library Association: Chicago IL, 1998.

York County Public Library. (date unknown). *Collection Development and Weeding Guidelines*. Self published: Yorktown, VA.

Other resources available include:

Collection weeding: bibliography of resources. Available at <http://www.georgialibraries.org/lib/collection/weeding.pdf>

Moore, Joann. (date published unknown). Guidelines for collection evaluation and weeding. Available at http://www.tea.state.tx.us/technology/libraries/lib_downloads/weeding1.pdf .

[Weed? Who me?](#) Microsoft Powerpoint 97 presentation Available at www.oelma.org/conference/2004/JohnsonVarneyWeeding.ppt

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